



DEPARTMENT OF HOMELAND SECURITY U. S. COAST GUARD SEVENTH DISTRICT

UNLAWFUL DISCRIMINATION COMPLAINT PROCEDURES

(rev. 03-02-2007)

CIVILIAN DISCRIMINATION COMPLAINT PROCESS

INFORMAL PROCEDURE: Any person who believes they have been discriminated against because of **RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE (40 YEARS OR OLDER), MENTAL OR PHYSICAL DISABILITY, SEXUAL ORIENTATION, PARENTAL STATUS, PROTECTED GENETIC INFORMATION, and / or in reprisal for participation in protected civil rights activity**, must first attempt to resolve their complaint through the Informal Discrimination Complaint Process before initiating a Formal Complaint of Discrimination. The aggrieved person who must request complaint counseling through the Seventh District EEO office within 45 days of the date of the alleged discriminatory incident or effective date of an alleged discriminatory personnel action, or within 45 days of the time he/ she knew or should have known of the action. For further information on procedural timeframes, contact the unit Civil Rights Officer, the Seventh District Equal Employment Opportunity Office or refer to the Coast Guard Equal Opportunity Manual, COMDTINST 5350.4b, Chapter 3, Section F.

FORMAL PROCEDURE: For more information regarding the Formal Complaint Process, contact the Seventh District EEO office or refer to the Coast Guard Equal Opportunity Manual, COMDTINST 5350.4b, Chapter 3, Section F.

CONFIDENTIALITY OF IDENTITY: No person may reveal the identity of an aggrieved person unless authorization is granted in advance by the aggrieved person. If the complainant waives the Right to Anonymity during the Informal Discrimination Complaint process, the EEO Counselor may disclose their identity and the specific allegations being brought forward only with persons who have a need to know in order to facilitate resolution of the complaint. Once a Formal Complaint of Discrimination is filed, the Complainant will no longer have a right to remain anonymous.

FREEDOM FROM COERCION OR RESTRAINT: Any person seeking information about the Discrimination Complaint process or electing to file a complaint shall be free from restraint, interference, coercion, discrimination, or reprisal throughout all stages of the complaint process and shall have the right to be accompanied, represented and advised by a representative of their choosing.

TIME ALLOWED FOR CONSULTING COUNSELOR: Any employee desiring to consult with EEO personnel shall be authorized to use a reasonable amount of official time without a charge to leave.

MILITARY DISCRIMINATION COMPLAINT PROCESS

INFORMAL PROCEDURE: Any Coast Guard active duty or reserve military member who believes they have been discriminated against because of **RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, and / or in reprisal for participation in a protected civil rights activity**, may file a complaint of discrimination. Members should first attempt an informal resolution through their chain of command. Members may also attempt to resolve the issue through another appropriate method such as a complaint mast, special request chit, or through consultation with the Seventh District Equal Opportunity Advisor or Specialist (EOA or EOS). The military member who elects to file a complaint of discrimination must first attempt to resolve their complaint through the Informal Discrimination Complaint Process before initiating a Formal Complaint of Discrimination. The complainant has 45 days from the date the action occurred or the date he/she knew or should have known of the action to submit written notification of the alleged discrimination to their commanding officer via the chain of command. For further information on procedural timeframes, contact the unit Civil Rights Officer, the Seventh District Equal Employment Opportunity Office or refer to the Coast Guard Equal Opportunity Program Manual, COMDTINST 5350.4b, Chapter 3, Section F.

FORMAL PROCEDURE: : For more information regarding the Formal Complaint Process, contact the Seventh District EEO office or refer to Coast Guard Equal Opportunity Program Manual, COMDTINST 5350.4b, Chapter 3, Section F.

FREEDOM FROM COERCION OR RESTRAINT: Any person seeking information about the Discrimination Complaint process or electing to file a complaint shall be free from restraint, interference, coercion, discrimination, or reprisal throughout all stages of the complaint process and shall have the right to be accompanied, represented and advised by a representative of their choosing.

TIME ALLOWED FOR CONSULTING COUNSELOR: A member desiring to consult with EEO personnel shall be authorized to use a reasonable amount of official time without a charge to leave.

CONTACTS

District Seven:

EQUAL EMPLOYMENT OPPORTUNITY MANAGER

MR. PETER J. FLANAGAN

EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST

MS. LAURA K. GOOCH

MILITARY EQUAL OPPORTUNITY ADVISOR

CPO MIGUEL A. FLORES

CG AUXILIARY CIVIL RIGHTS COUNSELOR

MR. GUY MARKLEY

DISTRICT SEVEN CONTACT INFORMATION

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Monday through Friday (excluding holidays), 0700 - 1530

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